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## NEBRASKA COLLECTION AGENCY LICENSING BOARD INITIAL LICENSE APPLICATION REQUIREMENTS

Enclosed with this application are the Nebraska statutes and rules and regulations applicable to Nebraska collection agencies. The Nebraska Collection Agency Licensing Board reviews license applications at its **quarterly meetings** in January, April, July and October. Applications must be received by our office **no later than the first** of the month in which the Board meets in order to have the application placed on the agenda. If you have a problem in meeting the deadline or have any questions regarding the application, you should contact our office for assistance. The Board requires that every application for a collection agency license include the following information and meet the following requirements:

1. **All questions on the application form(s) must be answered** (unless otherwise noted) and the application must be sworn or affirmed by someone with general authority to act on behalf of the applicant agency on the attached form.
2. All licensing and investigation fees must be paid in advance.
3. Out of State applicants already doing business outside Nebraska must provide **a list of ten customers** (use attached form) for reference purposes. In addition, **all out of state applicants** must have an **office in the State** of Nebraska (see NAC, Title 434, Ch. 10, attached to this packet for requirements).
4. Three personal reference letters must be provided for **individual** and **partnership** applicants.
5. If the applicant is an **individual** or **partnership**, a personal financial statement must be completed. Credit reports will be obtained by the Board on **individual** and **partnership** applications.
6. If the applicant is a **corporation**, a copy of the articles of incorporation and the name and address of the resident agent in the state of incorporation.
7. A **corporation** must be registered to do business in the State of Nebraska and in good standing
8. A completed current financial statement of the **corporation** or **limited liability company on the form provided**.
9. A bond in the amount required by the Act (see Neb. Stat. 45-608) and approved by the Department of Insurance.
10. An alphabetical list of all solicitors/collectors to be licensed with the required fee. The list should contain the name of the solicitor/collector and any alias used by the solicitor/collector and their date of hire.
11. A list of any branch offices to be licensed. The list should include name of branch (if different from the agency name), address, city, state, zip, and telephone number.
12. A list of other states in which the collection agency is licensed (use attached form).

**NEBRASKA COLLECTION AGENCY LICENSING BOARD  
INITIAL LICENSE APPLICATION REQUIREMENTS (continued)**

**The licensing fees are as follows:**

|  |          |
|--|----------|
| Collection Agency Initial License Fee (initial).....       | \$200.00 |
| Collection Agency License Investigation Fee (initial)..... | \$200.00 |
| Branch Office Certificate (initial).....                   | \$ 50.00 |
| Solicitor's Certificate (initial and renewal).....         | \$ 1.00  |
| License Renewal Fee (due December 1 each year).....        | \$ 75.00 |
| Branch Office Certificate (renewal).....                   | \$ 35.00 |

***The Federal Fair Debt Collection Practices Act (15 U.S.C. sec. 1692 et. seq.) is applicable to all licensed Nebraska collection agencies. A copy of the act is available from the following:***

The Federal Trade Commission, Pennsylvania Avenue & 6th Streets, NW, Washington, DC 20580  
(202/326-3128)

The Nebraska Collectors Association, PO Box 70, Beatrice, NE 68310; (402/228-1312 phone)  
(402/228-1438 fax)